



**POLICY STATEMENT**  
**MANUAL OF POLICIES AND PROCEDURES**  
INDIANA DEPARTMENT OF CORRECTION

Effective Date	Page No.	No of Pgs.
10/05/04	1	2
Policy No. 02-01-105		

Title

**TELEPHONE PRIVILEGES**

Text

**PURPOSE:**

The purpose of this policy is to establish a system for offenders to access the public through the use of an offender telephone program and to establish the parameters in which the Department may restrict access to this telephone program.

**POLICY STATEMENT:**

The Department shall establish a mechanism that allows offenders at all facilities to place telephone calls to persons in the community. This process shall encourage the maintenance of community ties and relationships so that the offender's re-integration into the community may be facilitated.

In conjunction with the Indiana Department of Administration, the Department shall develop a contract to provide local and long distance telephone services to offenders. This contract shall include provisions for offenders to make collect or other approved pre-paid types of telephone calls and shall attempt to obtain the most reasonable rates for these calls possible.

Each facility shall establish a program that permits offenders the opportunity to place telephone calls to persons in the community. If the program restricts the times in which these telephone calls can be made, the facility shall attempt to allow all offenders to make calls at reasonable times that will allow the offender to contact family members or friends. The program established by the facility shall consider the custody level of the offenders and the custody and control needs of the facility. Additionally, this program shall provide for an offender's access to the offender telephone system or other telephone during special or emergency situations. Offenders who abuse or attempt to circumvent the proper use of the offender telephone system may have their access to the system restricted or denied for a given period of time.

In order to maintain the safety and security of the facility and to reduce the possibility of illegal activities, the Department may establish a program of monitoring offender telephone calls. Notices advising offenders that telephone calls may be monitored shall be posted. Telephone calls to attorneys or legal representatives shall not be monitored if the offender advises staff the telephone call is to an attorney or legal representative.

This policy shall be applicable to all Department facilities that house confined offenders.



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LEGAL REFERENCES:

IC 11-8-2-5(a)(8) Authorizes the Commissioner to develop policies, programs and services for committed persons, for administration of facilities and for conduct of the employees of the Department.

RELATED POLICIES:

00-01-102 Offender Access to the Courts  
00-02-301 The Offender Grievance Process  
02-04-101 The Disciplinary Code for Adult Offenders  
03-02-101 Code of Conduct for Juveniles  
04-05-101 Information Processing and Telecommunications

  
\_\_\_\_\_  
Chairperson,  
Board of Correction

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10/5/04  
Date